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Instructions for Appearance by Phone

Appearances by phone for out-of-town counsel and/or parties may take place via the Meet-Me-Line (#713-250-5577). Prior permission to use this line must be requested no later than forty-eight hours or three business days before the hearing date. To obtain permission, fax a request to case manager, Robin Stennis, at 713-250-5562 or e-mail her at cmA420@www.txs.uscourts.gov. The request must include the case name, case number, date and time of hearing, and listing of persons who will appear by phone. In the case of an emergency hearing set with less than three days notice, counsel should call Robin Stennis directly. On the day of the hearing, the call to Meet-Me-Line must be made five minutes prior to the start of the hearing. Testimony may not be given over the Meet-Me-Line.